

# **Irby/Finance Committee Meeting**

## **Monday, September 12, 2016**

The Irby/Finance Committee met on September 12, 2016 at 10:00 AM at the Old U.S. Mint.

**Members present:** Julie F. Breitmeyer; D. Lee Felterman; Janet V. Haedicke, Ph.D.; Harry S. Hardin, III; Aleta Leckelt; Carolyn K. Morris; Lawrence N. Powell, Ph.D.; Anne F. Redd; Melissa Steiner; and William Wilton

**Members absent:** Madlyn Bagneris; Rosemary Upshaw Ewing; Kevin Kelly; and Gary N. Wheat

**DCRT Staff present:** Rennie Buras, DCRT Deputy Secretary and Bill Cody, DCRT Policy Manager

**LSM Staff present:** Yvette Cuccia, Yvonne Mack, and Celestine Washington

A quorum was present.

### **Call to Order**

Ms. Breitmeyer called the meeting to order.

### **Motion to Adopt the Agenda**

Dr. Haedicke MOVED, seconded by Mr. Hardin, to accept the agenda. There was no public comment. **Unanimously approved.**

### **Approval of Minutes**

The minutes from the February 22, 2012 meeting were distributed in advance for the Committee's review. Ms. Leckelt MOVED, seconded by Mr. Hardin, to approve the February 22, 2012 Irby/Finance Committee minutes. There was no public comment. **Unanimously approved.**

### **Change to Agenda**

Dr. Haedicke MOVED to change the order of the agenda and cover #6 next.

### **Deletion of Authorized Guests on residential leases**

Ms. Breitmeyer said that, due to the fact that the LSM staff cannot possibly monitor Authorized Guests for the Lower Pontalba apartments, she recommended to the Committee that the Authorized Guest line be removed from all current and future residential leases, as well as the Residential Policy and Procedure Manual. After some discussion, Ms. Steiner MOVED, seconded by Dr. Haedicke to approve the recommendation. **Unanimously approved.**

The above motion caused the approval for the residential Authorized Guest at 503 St. Ann Street, 3<sup>rd</sup> floor to be moot. Therefore, that agenda item was canceled.

### **Approval of residential tenants for vacant Lower Pontalba apartments**

#### 503 St. Ann Street, 2<sup>nd</sup> floor

Ms. Washington advised that David Laborde, who was next on the Lower Pontalba waiting list, is interested in renting 503 St. Ann Street, 2nd floor. A credit check was run and tenant is in good standing. Ms. Breitmeyer MOTIONED for approval. **Unanimously approved.**

#### 806 Chartres Street, 3<sup>rd</sup> floor

Ms. Washington advised that Gerald Leydecker wishes to rent 806 Chartres Street, 3<sup>rd</sup> floor. A credit check was run and tenant is in good standing. Ms. Breitmeyer MOTIONED for approval. **Unanimously approved.**

### **Extension of month-to-month residential leases**

#### 535 St. Ann Street, 2<sup>nd</sup> floor

The residential tenants advised that they plan to move out by October 31, 2016. Therefore, Ms. Breitmeyer recommended approval for a two month extension of their month-to-month lease to expire on October 31, 2016, but at the new rental rate.

#### 539 St. Ann Street, 2<sup>nd</sup> floor

The residential tenants advised that they plan to move out by October 31, 2016. Therefore, Ms. Breitmeyer recommended approval for a two month extension of their month-to-month lease to expire on October 31, 2016, but at the new rental rate.

Will Wilton MOVED, seconded by Melissa Steiner, to approve Ms. Breitmeyer's recommendation for a two month extension of the current month-to-month residential lease through October 31, 2016, but at the new rental rates. **Unanimously approved.**

### **Budget review and approval**

Mr. Buras and Mr. Cody distributed various Irby and State budget paperwork, and apologized for the large amount of information.

The Means of Financing sheet shows a total dedicated budget for LSM of \$8,673,837.08 derived from the State allocation of \$6,444,476, the Irby budget of \$1,851,952, La. Museum Foundation's (LMF) budget of \$302,409.08, and the Friends of the Cabildo (FOC) contribution of \$75,000.

Last year, the LSM did not spend \$145,000 from the Personnel Services budget and \$233,410 from the self-generated funds budget resulting in a total of \$378,410 returned to the State general fund. Mr. Buras said he will be working with the Office of Management and Finance in Baton Rouge going forward to make sure all available monies get utilized. In order to get the self-generated funds put back into the LSM budget, staff needs to provide justification to the Legislature.

Mr. Buras said he also plans to initiate online ticket sales and increase signage on the LSM properties to increase visitation.

Ms. Breitmeyer reviewed the Irby budget for the fiscal year 2016-17 with the Committee. Mr. Buras said the marketing budget in Irby has been increased to \$50,000 because he would like to do a big advertising push. LSM and DCRT have a highly skilled marketing group with high salaries but hardly any advertising budget. Ten percent (10%) of State tourism dollars can be spent on marketing as well so Mr. Buras wants to use some of that dedicated money for the museum.

After some further discussion, Mr. Hardin MOVED to adopt proposed Irby budget for 2016-17. Seconded by Mr. Wilton, the budget was **unanimously approved**.

#### **Authority to use Irby funds for the engagement of consulting services for permanent director search**

Tim Chester submitted a proposal to analyze the LSM system. He may also act as Interim Director. The proposal is for 3 months at \$10,000 per month, totaling \$30,000.

Mr. Buras wanted to get authority to spend a maximum of \$30,000 out of the Irby funds for Tim Chester's consulting services. If any Friends' groups put up a portion of the funds, then Irby may not need to spend the whole \$30,000.

Ms. Redd MOVED, seconded by Ms. Leckelt, to approve the request for Irby to have authority to spend up to \$30,000 on consulting services for the LSM system. **Unanimously approved.**

#### **New Business**

Ms. Breitmeyer requested that the Committee set dates and a time for future Irby/Finance Committee meetings.

After some discussion amongst the Irby members, it was decided to have the Irby/Finance Committee meetings every other month, unless urgent matters occur, and on the same day as the LSM Board meetings at either 10:00am or 10:30am.

Hopefully, the Executive Committee can convene to deal with small Irby matters should they arise.

Mr. Hardin MOVED, seconded by Mr. Wilton, to convene the Irby/Finance Committee meetings every other month on the same Monday as the LSM Board meetings at either 10:00am or 10:30am. **Unanimously approved.**

Ms. Morris MOVED, seconded by Mr. Wilton, to adjourn.